

REQUEST FOR ADDING, CHANGING, SUSPENDING, OR DROPPING A GRADUATE CURRICULUM

FORM D ADMINISTRATIVE USE ONLY			
	CAT		TABLE
	UCRC		NOLIJ
	ADM		

Effective: _____

Department/School _____ Date _____

Name of Curriculum/Major _____ Type of Degree _____

ATTACH RESPONSE or LETTER OF SUPPORT from any departments/schools affected [i.e. any department/school whose course(s) are to be added/dropped or any programs that seem duplicative.]

ACTION (check appropriate box):

- () **ADDING:** The entire new *General Catalog* curriculum description and expanded curriculum outline must be typed on plain sheets and attached to Form D. **Attach the Board of Regents Program Proposal to this form as well.**
- () **CHANGING:** Regardless of whether the entire curriculum is to be changed or only parts, the present and proposed *General Catalog* curriculum description should be attached on separate pages. On the *Present* curriculum description, use ~~strikeout~~ to identify deletions and on the *Proposed* curriculum description, **highlight** areas to identify additions. Additionally, include the expanded curriculum outline found in the departmental handbook and attach on separate pages.
- () **SUSPENDING:** Provide a formal memo and an adequate explanation for suspending the curriculum on plain sheets and attach.
- () **DROPPING:** Provide a formal memo and an adequate explanation for dropping the curriculum on plain sheets and attach.

CURRICULUM

PRESENT

PROPOSED

Total semester hours in current curriculum: _____	Total semester hours in proposed curriculum: _____
---	--

Proposal Routing Procedure in accordance with PS-45

Submit proposals to the Graduate Council via Ashley Collins (graduatecouncil@lsu.edu). All approved proposals will be forwarded to the next appropriate level in the routing process. See [guidelines](#) on Academic Affairs website.



Departmental C&C Approval Date _____

Graduate Council Approval Date _____

Departmental Chair Signature _____ (DATE)

Graduate Dean Signature _____ (DATE)

College C&C Approval Date _____

College Dean Signature _____ (DATE)

FSC&C Chair Approval _____ (DATE)

Dates of all committee approvals must be recorded.

The committees will not consider curricular proposals that have not been approved by the previous departmental/college/Grad Council curriculum committees.

Office of Academic Affairs Approval _____ (DATE)

INSTRUCTIONS FOR FORM D: Adding, Changing, Suspending, or Dropping a Graduate Curriculum Changes in areas of concentration (this does not include specializations or focal areas) should be submitted on Form E.

Review the [Guidelines for New Programs](#) on the Office of Academic Affairs website and consult the Courses & Curricula Committee, [the Office of Institutional Effectiveness](#), and/or the Graduate School in the developmental stage to help minimize delays at later stages of the process.

The proposal will be delayed if the form is not filled out in its entirety. This includes the justification, *General Catalog* curriculum description, the expanded curriculum outline, [the assessment plan](#), and the Board of Regents proposal, if applicable. Letters of support from affected units are also required.

Attach justification for all actions: Use separate sheet. If the justification is deemed insufficient, it will cause a delay in the approval process for the proposal. The [justification](#) should provide evidence that the new program does any of the following:

- Contributes to the economic development of the State
- Relates to current/evolving needs of the region, State, and/or University
- Has a significant student demand
- Provides training for in-demand occupations

Not all programs will be approved; however, the items above are points to consider for success going forward.

****New programs are required to complete Board of Regents' progress reports on a routine basis to ascertain whether or not these programs are successful; therefore, it is crucial to have evidence that this program is needed. Progress reports indicating a lack of success could cause a program to be terminated.****

The [GENERAL CATALOG curriculum description](#) is what will be used in the *General Catalog*. It is important to include as much information as the unit would like to convey to the student, including not only the semester outlines but explanatory information regarding the program.

The [expanded curriculum outline](#) is what will be used in the departmental handbook, providing additional information not included in the *General Catalog* description. This must be attached to the proposal. The Committees will not base their approval of the requested action on this expanded outline but will make suggestions if needed.

The department should consider the length of time necessary to obtain final approval of a program. If the curriculum is to be added, dropped, or has a change in title, as long as 18 months may be required before the action can be implemented due to the length of time it takes for Board of Supervisors and Board of Regents approval. Changes to curricula generally take effect with the publication of the next *General Catalog*.

When designing the curriculum layout, be sure that prerequisites of courses fall in natural progression and that courses are offered at regular intervals, i.e. fall, spring, summer.

Include the market demand for this program, how you identified this demand (e.g. using a survey, informal discussions with community), and how you will market this program to prospective students. The Office of Strategic Communications and the Graduate School can offer consultations on marketing for your specific program.

INSTRUCTIONS FOR FORM D: Adding, Changing, Suspending, or Dropping a Graduate Curriculum

Submit the **Board of Regents form** found on the BOR website along with **this Form D**, a separate **justification that explains the need for the program (which can be copied and pasted from the BOR form)**, the **General Catalog curriculum description**, and **an expanded curriculum outline**.

In addition, submit an Assessment Plan that:

1. Provides specific student learning outcomes for the program. Student learning outcomes statements should clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire at the completion of the program.
2. Describes how the student learning outcomes for the program will be assessed.

If terminating or changing the title of the degree:

Submit **a formal memo** that justifies the request along with **this Form D**. There is no need to provide a *General Catalog* curriculum description or expanded curriculum outline.

If changing a graduate curriculum:

Regardless of whether the entire curriculum is to be changed or only parts, submit **this Form D** including the present and proposed **General Catalog curriculum description** attached on separate pages. On the PRESENT description, use ~~strikeout~~ to identify deletions and on the PROPOSED description, **highlight** areas to identify additions. Indicate the present and proposed total semester hours. Departments must give an adequate **justification** of the requested changes on a separate sheet. Additionally, on a separate page, submit the **expanded curriculum outline** copied and pasted from the departmental handbook.

If suspending a graduate curriculum:

Submit **this Form D** along with a brief **justification**. When a curriculum is dropped or suspended, students already in the program are allowed to finish their degree. However, no new students will be admitted. When requesting reactivation of a suspended curriculum, departments should submit a new Form D. Indicate on the form that a suspended curriculum is to be reactivated. If a significant amount of time has passed, departments should check the current *General Catalog* to ensure that the program meets all current requirements and that no required courses have been dropped.

The minimum requirement for Master's degrees is 30 semester hours of graduate work, 24 hours of which must be in coursework and six hours in thesis research. For programs not requiring a thesis, the minimum requirement is normally 36 semester hours. For programs requiring a thesis, thesis hours are not considered as 7000-level coursework and cannot be counted towards the requirements for a non-thesis degree. At least one-half of the minimum required credit in the student's master's program, whether thesis or non-thesis, must be in courses at or above the 7000-level.

The program of work for the PhD degree requires a minimum of 54 hours, including dissertation hours, beyond the requirements of a baccalaureate degree.

SAMPLE PhD GENERAL CATALOG DESCRIPTION

The outline below details the department's proposal to delete XXX 7503 in an area of specialization in the present outline and replace it with XXX 7555 in the proposed outline. In this particular case, no changes in the total credit hours are needed.

PRESENT

The school-level academic course plan for each student will be developed in consultation with and approved by the student's graduate advisory committee. The committee will include the student's major advisor and at least two additional members of the graduate faculty such that the LSU Graduate School's requirements for graduate committees are satisfied.

Seventy-five credit hours at the graduate level must be earned including a maximum of 12 credit hours for the dissertation. The curricular requirements include:

- At least 27 credit hours at the 7000 level or above, exclusive of any type of independent study
- A minimum core requirement of 12 credit hours in research design, methodology, and analysis ([XXX 7900](#), [XXX 7003](#), [XXX 7013](#) or equivalents, and one research course specific to the area of specialization).
- A primary area consisting of a minimum of 15 credit hours in a specified field of study

Specialization

15 hours selected from:

1st specialization

- ~~[XXX 7503 \(3\)](#)~~
- [XXX 7530 \(3\)](#)
- [XXX 7535 \(3\)](#)
- [XXX 7537 \(3\)](#)
- [XXX 7550 \(3\)](#)
- [XXX 7536 \(3\)](#)

2nd specialization

- [XXX 4512 \(3\)](#)
- [XXX 4571 \(3\)](#)
- [XXX 7508 \(3\)](#)
- [XXX 7510 \(3\)](#)
- [XXX 7512 \(3\)](#)
- [XXX 7517 \(3\)](#)
- [XXX 7526 \(3\)](#)
- [XXX 7532 \(3\)](#)

3rd specialization

- [XXX 7502 \(3\)](#)
- [XXX 7513 \(3\)](#)
- [XXX 7514 \(3\)](#)

- [XXX 7515 \(3\)](#)
- [XXX 7528 \(3\)](#)
- [XXX 7601 \(3\)](#)
- [XXX 7602 \(3\)](#)
- [XXX 7603 \(3\)](#)

4th specialization

- [XXX 7511 \(3\)](#)
- [XXX 7516 \(3\)](#)
- [XXX 7518 \(3\)](#)
- [XXX 7519 \(3\)](#)
- [XXX 7524 \(3\)](#)
- [XXX 7545 \(3\)](#)

Note:

Each PhD student must complete a milestone examination within two years of admission to the School of XXXXX. This examination serves as the student's qualifying exam for continuing in the PhD program. The exam consists of carrying out a research project that must be approved by the student's school-level academic course plan committee. At or near the end of the completion of a PhD student's required course work, the student should schedule the general examination. The general examination consists of two parts: one written, the other oral. The written portion consists of writing a comprehensive review paper in which the student must demonstrate mastery of content knowledge in his/her chosen specialization, the ability to synthesize and critically evaluate current literature, and the ability to formulate research questions and/or hypotheses. The oral portion is typically a defense of the review paper, although the oral examination need not be limited to topics related to the paper. Upon successful completion of the general examination, the PhD candidate moves forward with the dissertation to demonstrate the ability to design and conduct independent and original research. The final examination will be an oral examination primarily concerned with the dissertation, although the committee may opt to extend the subject matter.

SAMPLE PhD GENERAL CATALOG DESCRIPTION

PROPOSED

The school-level academic course plan for each student will be developed in consultation with and approved by the student's graduate advisory committee. The committee will include the student's major advisor and at least two additional members of the graduate faculty such that the LSU Graduate School's requirements for graduate committees are satisfied.

Seventy-five credit hours at the graduate level must be earned including a maximum of 12 credit hours for the dissertation. The curricular requirements include:

- At least 27 credit hours at the 7000 level or above, exclusive of any type of independent study
- A minimum core requirement of 12 credit hours in research design, methodology, and analysis ([XXX 7900](#), [XXX 7003](#), [XXX 7013](#) or equivalents, and one research course specific to the area of specialization).
- A primary area consisting of a minimum of 15 credit hours in a specified field of study

Specialization

15 hours selected from:

1st specialization

- [XXX 7555 \(3\)](#)
- [XXX 7530 \(3\)](#)
- [XXX 7535 \(3\)](#)
- [XXX 7537 \(3\)](#)
- [XXX 7550 \(3\)](#)
- [XXX 7536 \(3\)](#)

2nd specialization

- [XXX 4512 \(3\)](#)
- [XXX 4571 \(3\)](#)
- [XXX 7508 \(3\)](#)
- [XXX 7510 \(3\)](#)
- [XXX 7512 \(3\)](#)
- [XXX 7517 \(3\)](#)
- [XXX 7526 \(3\)](#)
- [XXX 7532 \(3\)](#)

3rd specialization

- [XXX 7502 \(3\)](#)
- [XXX 7513 \(3\)](#)
- [XXX 7514 \(3\)](#)
- [XXX 7515 \(3\)](#)
- [XXX 7528 \(3\)](#)
- [XXX 7601 \(3\)](#)

- [XXX 7602 \(3\)](#)
- [XXX 7603 \(3\)](#)

4th specialization

- [XXX 7511 \(3\)](#)
- [XXX 7516 \(3\)](#)
- [XXX 7518 \(3\)](#)
- [XXX 7519 \(3\)](#)
- [XXX 7524 \(3\)](#)
- [XXX 7545 \(3\)](#)

Note:

Each PhD student must complete a milestone examination within two years of admission to the School of XXXXX. This examination serves as the student's qualifying exam for continuing in the PhD program. The exam consists of carrying out a research project that must be approved by the student's school-level academic course plan committee. At or near the end of the completion of a PhD student's required course work, the student should schedule the general examination. The general examination consists of two parts: one written, the other oral. The written portion consists of writing a comprehensive review paper in which the student must demonstrate mastery of content knowledge in his/her chosen specialization, the ability to synthesize and critically evaluate current literature, and the ability to formulate research questions and/or hypotheses. The oral portion is typically a defense of the review paper, although the oral examination need not be limited to topics related to the paper. Upon successful completion of the general examination, the PhD candidate moves forward with the dissertation to demonstrate the ability to design and conduct independent and original research. The final examination will be an oral examination primarily concerned with the dissertation, although the committee may opt to extend the subject matter.

SAMPLE EXPANDED PhD CURRICULUM OUTLINE

(copy and paste from departmental handbook)

DOCTOR OF PHILOSOPHY (PH.D.) DEGREE

There is no specified minimum number of semester credit hours required for the Ph.D. However, recommended courses to be taken in each Ph.D. specialization are presented in the document *Model Programs of Study for M.S. and Ph.D. Degrees in XXXX*, which can be found on the Department's website in the graduate program link. The actual number of courses and hours taken will be determined by the student's major professor and program of study committee.

Ph.D. students are encouraged, but not required to include a minor/cognate area in their programs of study from another department in the university or another specialization in the School of XXXX. A graduate faculty member from that department or specialization must be selected who will approve the courses taken to satisfy requirements for the minor/cognate area and who will serve as a committee member. If a minor is from a different department, the graduate faculty member from that department serves as the minor professor and must be designated as such on the doctoral degree audit and exam requests.

Time Limit

The program for the doctoral degree must be completed within seven years from the time a student is classified as a doctoral student. This time limit may not be exceeded except by special permission of the advisory committee, school director and college dean. A formal meeting of the advisory committee must be held to approve any time limit extension.

PH.D ADVISORY COMMITTEES

To be enrolled in the Ph.D. program in the School of XXXX, a student must have an advisor (i.e., a major professor who serves as the student's Ph.D. committee chair). The student's major professor must be a graduate faculty member from his/her specialization in the School of XXXXX. Faculty members may accept or decline the invitation to serve in this capacity. Final approval of the advisor/major professor will come from the School of XXXXX Director.

The main advisory committee consists of a minimum of three graduate faculty members including the student's major professor, minor/cognate professor (if included in the program of study), and at least one graduate faculty member from either the School of XXXX or another department.

At least one-half of the graduate faculty on doctoral committees must be full-time tenured or tenure-track faculty at LSU. A minimum of two of those faculty members must be from the student's major department and at least one of whom must be a full member of the LSU graduate faculty. The remaining members may be from the major department or may be from outside the School/Department if pertinent to the student's area of specialization, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.

Any declared outside minors require representation, either from among the first three members of the committee or by additional appointments to the committee. The Dean of The Graduate School may serve as an ex officio member. Members of the special advisory committee are nominated by the chair of the major department and appointed by the Dean of The Graduate School, who may make any changes deemed desirable.

The Dean of The Graduate School appoints a member or members of the graduate faculty to serve on doctoral general and final examination committees. These individuals represent the dean and the entire graduate faculty. They are full voting members of the committee with all the rights and responsibilities of the other committee

members. In the case of final examinations, it is the responsibility of the committee chair to ensure that the dean's representatives receive copies of dissertations as soon as possible, but no later than two weeks before the date of the examination.

Changing Major Professors

Changing a major professor may be desirable when such a change will enhance the student's ability to achieve his or her academic and professional goals and for the purposes of retention. Should a student decide that it is in his/her best interest to change to a different major professor, the student should first discuss this matter with his/her major professor and the Coordinator of the student's specialization. If necessary, the student may discuss the matter with the graduate program coordinator of the School of XXXX and/or the Director. The student cannot change major professors unless another graduate faculty member has agreed to assume the responsibilities of being the student's major professor. It is the responsibility of the student to communicate with his/her current major professor about the change and the proposed chair should ensure that occurs in a timely fashion. It should be noted that such changes should not be the result of other faculty solicitation of the student.

Two other circumstances may occur during the doctoral program of study that are relevant to a transition in major professors. One is when a faculty member who is currently serving as a major professor leaves LSU. That professor is responsible for helping the doctoral student involved to make arrangements for that student's progression. There are three options:

- A. The faculty member can negotiate, as a part of the hiring package, to take the student to the new institution.
- B. The faculty member can work with the student to identify an advisor who is willing to take on that student.
- C. If the student is nearing completion of the degree, the faculty member can maintain research affiliate status for a year, and continue to serve as the co-advisor. The faculty member must return to campus for general or final exams, as required by the graduate school. The School of XXXX will not pay the travel expenses. The LSU Graduate School requires that a permanent member of the graduate faculty serve as a co-chair with the faculty member who has left.

If none of these options can be negotiated, the student will leave the doctoral program. It is not the responsibility of the school to continue GA support when the advisor leaves, and students may not continue their doctoral work without an advisor.

The second circumstance is when the major professor determines that the student is not making satisfactory progress toward their degree. The advisor may decline to continue working with a student. It is the responsibility of the current advisor to notify the student in writing that s/he will no longer advise the student. The student cannot continue in the program without an advisor. S/he has one semester to identify another advisor. If a another graduate faculty member in the school does not agree to serve as the major professor, the assistantship (if the student has one) is terminated, the student cannot take classes, and is no longer in the program.

Changing Committee Members

Should a student wish to change committee members, the student should seek the approval of the student's major professor. As a courtesy to the faculty member being replaced on the committee, the student should discuss this change with that faculty member.

PH.D PROGRAM OF STUDY

According to the Graduate School, a student is eligible to work toward a doctoral degree beginning with the semester in which he or she is formally admitted into a doctoral program. During the first or second semester in which a Ph.D. student is enrolled, he/she should meet with his/her major professor and determine a future program of study for completing the Ph.D. The importance of this activity establishes a guide for students to follow for completing work needed to obtain the Ph.D.

The student should first prepare a working draft of the program of study. As a courtesy to the student's committee members, course titles and numbers should be listed. A minor professor should be selected and requirements for the

minor should be agreed upon and included in the program of study. Then, the student, together with his/her major professor, should select the committee members who will review the proposed program of study.

Providing their advisor requires a meeting, the student should schedule a meeting of the program of study committee to discuss and approve a program of study. The student should provide copies of the draft program of study to the committee members at least one week before the meeting. In the meeting with the committee, the student should first orally present his/her academic and professional background and goals, his/her research interests for the dissertation, and how the proposed program of study will help attain his/her academic and professional goals and carry out his/her dissertation research. The committee may approve, amend, or not approve the program of studies. If the proposed program is not approved, the major professor will assume responsibility for ensuring that the revised version is distributed among committee members for their approval. A committee meeting is not necessary for this revision unless the committee determines one should be called. The student's chair will then prepare a final program of study form to be held by their advisor. It is recommended that a copy of this form be filed in the in the student's folder in the School of XXXX secretary's office. Additional copies should be held by the student.

The student's departmental-level academic course plan is subject to Graduate School policy and departmental requirements. Graduate course work taken at another institution with grades of "A," "B," "P," and "S," or the equivalent, is not subject to the policy on transfer of credit for the master's degree, and may be included in the departmental-level academic course plan if accepted by the school and the student's advisory committee.

MILESTONE EXAMINATION

All Ph.D. students must complete a milestone examination within two years of admission to the School of XXXX. This examination serves as the student's qualifying exam for continuing in the Ph.D. program. The exam consists of carrying out a research project that must be approved by the student's advisory committee. The committee will determine the procedures for approving the project. Options for the milestone exam research project are: (1) an article published in an approved research journal, (2) a manuscript accepted for publication in an approved research journal, or (3) a research presentation at an approved national or international conference. In each case, the student must be the first author. The format of the written document for these substitutes can be: (1) a copy of published article, (2) the manuscript accepted for publication, (3) the manuscript of a research presentation at an approved national or international conference. The student's major professor and program of study committee will determine which research journals or conferences satisfy the milestone requirement. The research on which the manuscript/article is based may have been completed at another institution (e.g., Master's thesis research). A copy of the Milestone Examination report form is in the Appendix. Committee members must sign this form when they agree that the student has satisfactorily completed the requirements for the exam. The signed form should be kept in the student's file folder in the School of XXXX graduate secretary's office. The major professor and student should also keep a copy of the signed form.

GUIDELINES FOR PH.D. GENERAL EXAMINATION AND DISSERTATION PROCESS, SCHOOL OF XXXXXX

At or near the end of the completion of a Ph.D. student's required coursework, the student should schedule the general examination. This exam may not be scheduled between semesters and only when the university is officially "open for business." According to the Graduate School, the general examination should be considered as a comprehensive assessment of the student's "expert competence over broad segments of the major field and a high degree of familiarity with the content of a current progress in one or more minor fields." Further, "the procedure should be sufficiently rigorous so as to provide reasonable confidence that the student who passes it may proceed successfully to a doctoral degree." Students on probation are not allowed to take the general exam and each student must be registered for a minimum of 1-3 credit hours during the semester they take the exam.

In the School of XXXX, this exam is conducted by the student's advisory committee, which is selected at the time of applying to the Graduate School to take the general examination. In addition to the student's advisory committee, a Graduate Dean's representative will be appointed to serve as a committee member for the general examination. This representative will continue to serve on the student's committee through the final examination. A "request for the general examination must be submitted to The Graduate School by the student's department chair at

least **three weeks** prior to the proposed examination date.” Any changes to the committee “must be approved in advance by the Dean of The Graduate School.”

The general examination consists of two parts: one written, the other oral. The written portion consists of writing a research literature review paper. The oral portion is typically a defense of the review paper, although the oral examination need not be limited to topics related to the paper.

The Written General Examination: A Research Literature Review Paper

The purpose of the written portion of the general examination is to develop an original review of the research literature related to the student's dissertation topic. This paper should be either a potentially publishable document, suitable for publication in a refereed journal that publishes such reviews or as a chapter in an edited book or serve as a chapter in the traditional dissertation format approach. A journal-oriented document will be included as an Appendix in the student's dissertation (if the student chooses to use a journal format for the dissertation) to provide an extended review of the research literature.

Procedures for preparing the review paper. The student should develop a written proposal describing the intended purpose, scope and organization of the review paper for the advisory committee. This proposal should be no more than 10-typewritten pages, with the organization and content of the proposed review paper presented in annotated outline form. This proposal should be distributed to the student's doctoral advisory committee no later than one week before a meeting of the student and the committee. The purpose of this meeting is to discuss the proposal in terms of its acceptability and appropriateness for the general examination requirement, its relevance to the dissertation research topic, and its potential for publication. Committee approval of the proposal is required before the student begins writing the literature review paper. The committee and student should also agree on a date for completing this review paper and for having the oral examination of the review paper. The final version of the review paper should be submitted to the examining committee at least **two weeks** prior to the oral examination. It should be noted that the oral examination is not restricted to questioning concerning the review paper.

Oral Examination

The oral examination will involve the advisory committee plus the Dean's Representative, who will have a vote. There is no prescribed format or length of time required for this examination. To pass the general examination, the student must receive no more than one dissenting vote from the examination committee. All votes of the examining committee must be recorded and signed on the examination report cards provided by the Graduate School. These cards should be given to the School of XXXX graduate secretary who will forward them to the Graduate School. If the student fails the general examination, the advisory committee will attach a memorandum to the report card “specifying if the student will be allowed to retake the exam and any time constraints.” Further, the advisory committee will determine the appropriate steps to be followed by the student with regard to continuing in the Ph.D. program. A written report of these steps should be completed with copies given to the committee members, the student, and filed in the student's folder in the School of XXXX graduate secretary's office.

Given the nature of the oral portion of the general examination, a doctoral student has the prerogative to limit attendance to the committee members for a general exam if he or she wishes to do so. If, however, the doctoral candidate elects to combine the general examination with the presentation of the dissertation proposal, she or he forfeits the right to limit attendance to the committee, as it is the departmental policy that all proposal meetings must be open meetings.

Continuous Registration Requirement

Doctoral candidates must maintain continuous registration for a minimum of three semester hours of credit each regular semester (excluding summers) from the completion of the general examination to the end of the semester in which an approved dissertation is submitted to The Graduate School.

Dissertation

According to the LSU Graduate Bulletin, the dissertation "must demonstrate a mastery of research techniques, ability to do original and independent research, and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas". The form of the dissertation must be in accordance with the instructions in the electronic thesis and dissertation guidelines available online at etd.lsu.edu.

Dissertation Proposal

The dissertation proposal is considered a contract between the student and his/her advisory committee. Thus, a written proposal must be developed and approved by the student's committee and kept on file for future reference. The major professor, in consultation with committee members, will establish the format and content requirements for the proposal. There should be a proposal oral defense meeting scheduled for the student and committee after the major professor determines that the written proposal is ready to submit to committee members. Committee members should receive the proposal no less than one week prior to the meeting. The Dean's representative should be invited to participate in the proposal process, although this participation is not required. Dissertation proposal meetings are open meetings for all members of XXXX and all faculty members and fellow students are strongly encouraged to attend.

If the proposal is approved without revisions required, committee members should sign the Ph.D. Dissertation Proposal Report Form at the meeting (A copy of this form is in the Appendix). Committee members must sign this form when they approve the proposal. If further revision is necessary, the major professor will assume the responsibility of ensuring that the revised version is distributed among the committee members for their approval and signatures on the proposal approval form. A committee meeting does not need to be called to consider the revised proposal unless the committee agrees that one should be called.

The **major professor** should keep a copy of the approved version of the proposal and the signed approval form. The original copy of the signed approval form should be filed in the student's folder in the School of XXXX graduate secretary's office. Copies of the approved proposal materials should be distributed to committee members who request a copy.

Dissertation Format

Specific information about the dissertation format required by the LSU Graduate School can be found in the document *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations*, which is available online in the Graduate School's website at:

<http://gradschool.lsu.edu/Electronic%20Theses%20and%20Dissertations/ETD%20Homepage/item14923.html>

Final versions of dissertations must be submitted to the Graduate School electronically as pdf documents. Because of this, students are encouraged to include in the dissertation relevant still photos, video, movement analysis graphics, etc. that would enhance the dissertation and would not be possible to include in a paper version.

The format of the dissertation content is determined by the student's dissertation committee. Several formats are acceptable for the School of XXX and the Graduate School. The most popular option for many students in XXXX has been the journal manuscript format, in which the main body of the dissertation is a manuscript or manuscripts prepared for submission to a journal. If this format is used, the Appendix of the dissertation increases in importance. The review paper, if done for general examination, should be included in the Appendix. Additional Appendix materials include detailed descriptions about equipment, instrumentation, computer programs, questionnaires, etc. used in the research, as well as more detailed information about results, such as individual results and statistical analyses not included in the main body of the dissertation. Also, if in press or published journal articles are to be included in the dissertation, these may be included as described in the *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations (revised March 2009)*.

PH.D. Final Examination (Dissertation Defense)

The final examination can be scheduled no earlier than one "academic" year after the student passes the general examination. One "academic" year in this case, according to the Graduate Bulletin, is the "interval between a general examination held early in one term and a final examination held toward the close of the following term." The final examination may not be scheduled between semesters or when the university is not officially "open for business." A request for the final examination must be submitted to the Graduate School on the appropriate Graduate School form at least three weeks prior to the proposed examination date, which must be on or before the published deadline for the current semester deadline (see **Academic Calendar for each individual semester deadline**). In no case should this request be submitted less than five weeks prior to the final date for submitting approved dissertations and final examination reports to the Graduate School. The examination committee, including the Dean's Representative, must have copies of the dissertation at least two weeks prior to the date of the final examination. The examination committee will determine whether the student should provide paper or electronic copies of the dissertation prior to the dissertation defense.

The final examination will be an oral examination primarily concerned with the dissertation, although the committee may opt to extend the subject matter. There is no prescribed format or length of time required for this examination. The major professor and committee members will be responsible for establishing the format and content of this examination. Dissertation defenses are open meetings for all members of XXXXXX and all faculty members and fellow students are strongly encouraged to attend.

To pass the final examination, the student must receive no more than one dissenting vote from the examining committee. All votes must be recorded on the examination report cards provided by the Graduate School. Committee members who approve the dissertation should also sign the dissertation approval page. The signed examination report cards and dissertation title pages should be completed and presented to the School of XXXX graduate secretary, who will forward them to the Graduate School. Students are not permitted to handle the report cards; that is the responsibility of the student's chair. However, it is the student's responsibility to handle the approval pages. If the student fails the final examination, the advisory committee will attach a memorandum describing the report card "specifying if the student will be allowed to retake the exam and any time constraints." Further, the advisory committee will determine the appropriate steps to be followed by the student with regard to continuing in the Ph.D. program. A written report of these steps should be completed with copies given to the committee members, the student, and filed in the student's folder in the School of XXXX graduate secretary's office.

PH.D. Minors in XXXXX

Ph.D. students from other departments who choose XXXX as a minor should be expected to take at least 12 semester hours of graduate credits to satisfy their requirements for a minor. The actual number of semester hours as well as the courses (which can include independent study) required for the minor will be determined by the student's minor professor.

Student Appeal Process for Examinations

Should a student fail any of the M.S. or Ph.D. examinations described in this Manual and feel that an inappropriate decision was made, he/she may appeal the decision. This appeal should be made in writing to the XXX Graduate Coordinator who will then appoint an ad hoc appeals committee to review this appeal. This ad hoc committee will include the XXX Graduate Coordinator, the Director of the School of XXXXXX, and one XXX faculty member who is a full member of the graduate faculty but is not a member of the student's examining committee. The ad hoc committee will review the written appeal and then ask the student, the student's advisor, and any committee member(s) directly involved in the appeal situation, to meet individually with the ad hoc committee. The ad hoc committee will then provide a decision concerning the appeal and present this decision to the student and the advisory committee.

Procedures for Taking XXX 4900, 7505, and 8900 for Graduate Credit

XXX 4900 (Independent research), XXX 7505 (Problems in XXXXXXXX) and XXX 8900 (Independent research) are designed to provide students an opportunity to do independent research with individual faculty members. These courses are not designed as alternatives to required courses in a student's program but should be considered as courses in their own right that can be included in a student's program of study. The number of semester credit hours for XXX 4900 and 8900 is variable for any one semester, while XXX 7505 is for three semester credit hours. For XXX 4900 and 8900, the number of credit hours should be based on equivalent hours of work expected for a regular classroom course of similar credit. For example, a course for three semester credit hours requires 45 hrs. in the classroom during the semester plus the expectation of approximately the same number of hours outside the classroom. Similarly, students enrolled in XXX 4900 or 8900 should expect to engage in at least 90 hours of work during the semester. Because both 4900 and 7505 require that a grade of A, B, C, D, or F be given, it is important that bases for evaluation of student work be developed. Students in XXX 8900 receive a Satisfactory (S) or Unsatisfactory (U). It is important for students wishing to sign up for hours in these courses first to discuss this with the faculty member with whom they wish to work. Then, the faculty member and student should complete the Student-Professor agreement form for these courses (a copy of this form is in the Appendix of this manual). This form provides a contract-type agreement between the student and faculty member. The student must register for the section of the course that is designated as the faculty member's section. The faculty member is responsible for submitting the semester grade for the student.